**BASIC PROJECT MEETING AGENDA TEMPLATE**

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| DATE | MEETING LOCATION |
| MM/DD/YY |  |
| MEETING TITLE / PROJECT NAME |
| Name |
| FACILITATOR |
| Name |
| AGENDA |  |  |
| TOPIC | DEPARTMENT / LEADER | DISCUSSION POINTS |
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| NEXT MEETING |  |  |
| DATE | LOCATION |
| MM/DD/YY |  |

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